

City Human Resources and Management Office Internal Services





1. Service Record Processing

Issued to employees to affirm their employment in the City Government.

Office or Division:	City Human Resources and Management Office					
Classification:	Simple (incumbent) Complex (separated)					
Type of Transaction:	G2G – Government to Government					
Who may avail:	Employees of the C	ity Governme	ent			
CHECKLIST OF F			WHERE TO SE	CURE		
For incumbent emp	oloyee:					
1. Request Form (1	Original Copy)	City Human Office (CHF	Resources and RMO)	Management		
For separated emp						
1. Appointment form		Requesting	Pary			
2. Old Service Reco		Requesting				
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON		
	ACTIONS	BE PAID	G TIME	RESPONSIBLE		
Secure and fill- out request form	Receive and process request form.	None	2 minutes	Staff CHRMO		
	1.1 Service Record forwarded to CHRMO Head for signature	None	2 days 23 hours (Icumbent)	Assistant Department Head CHRMO		
	1.2 Review and sign request form	None	4 working days 23 hours (separated)	City Human Resources Management Officer CHRMO		
2. Wait for the release of service record.	2. Release service record.	None	2 minutes	Staff CHRMO		
	TOTAL:	None	2 working days 23 hours 4 minutes (incumbent) 4 working days 23 hours 4 minutes			





2. Certificate of Employment

Employees who plan to separate from the City Government must secure a certificate of employment from the City Human Resources and Management Office, or as part of requirements for whatever purpose that it may serve.

Office or Division:	City Human Resources and Management Office				
Classification:	Simple (incumbent) Complex (separated)				
Type of Transaction:	G2G – Government	to Governm	ent		
Who may avail:	Employees of the C	ity Governme	ent		
CHECKLIST OF I	REQUIREMENTS		WHERE TO SE	CURE	
For incumbent emp	oloyee:				
1. Request Form (1	Original Copy)	City Human Office (CHF	Resources and RMO)	Management	
For separated emp	loyee:				
1. Appointment form	(1 Photocopy)	Requesting	Pary		
2. Old Service Reco		Requesting			
CLIENT STEPS	AGENCY	FEES TO	PROCESSIN	PERSON	
	ACTIONS	BE PAID	G TIME	RESPONSIBLE	
Secure and fill- out request form	Receive and process request form. Certificate of Employment forwarded to	None None	2 minutes 2 days 23 hours (Icumbent)	Staff CHRMO Assistant Department Head	
	CHRMO Head for signature 1.2 Review and sign request form	None		CHRMO City Human Resources Management Officer CHRMO	
2. Wait for the release of service record.	2. Release service record.	None	2 minutes	Staff CHRMO	
	TOTAL:	None	2 Days 23 Hours 4 Minutes		





3. Application for Leave Processing

Leave of Absence is generally defined as a right granted to officials and employees not to report to work with or without pay as may be provided by law.

000	O'' 11 D	100
Office or Division:	City Human Reso	urces and Management Office
Classification:	Simple	
Type of	•	
Transaction:	G2G – Governme	nt to Government
Who may avail:	Employees of the	City Government
CHECKLIST OF F		WHERE TO SECURE
Supporting paper	rs of the Applicant	
as applicable:		
a) Vacation Le		Deguacting Party
i. Within t n/a	he Philippines -	Requesting Party
	- Travel Authority,	
	ce from money	
	k accountability	SPJLAEH, RHU, GALIC
iii. Leave e	exceeding 3 days	
	accompanied by	
	al certificate that	
	nt is fit to work	
_	by the City Health	
b) Sick Leave	(1 Original)	SPJLAEH, RHU, GALIC
	Certificate signed	of statif, Kilo, Gatio
	City Health Officer	
(1 Origi	-	Requesting Party
	medical	
	ation was not	
	- an affidavit	
	be executed by the	
c) Maternity Le	nt (1 Original)	Government or Private Physician
	f pregnancy	Government of Frivate Frigsician
	und, doctor's	
`	te on the expected	Requesting Party
	delivery) (1	
Original	,	
	olished Notice of	
	on of Maternity	SPJLAEH, RHU, GALIC
	Credits (CS Form if needed (1	
Original	•	
	exceeding 3 days	
	accompanied by	
	al certificate that	
applicar	nt is fit to work	PSA, Government or Private Physician





				PHILIP
			signed by the City Health	
			Officer (1 Original)	
	d)	Pa	ternity Leave	
		i.	Proof of child's delivery	Requesting Party
			(birth certificate, medical	, to quies in 19
			certificate and marriage	
			contract) (1 Photocopy)	
	e)	Sn	ecial Privilege Leave	
	C)	i.	Within the Philippines -	SPJLAEH, RHU, GALIC
		••	n/a	of derich, raid, craid
		ii.	Abroad - Travel Authority,	
			Clearance from money	
			and work accountability	
		iii	Leave exceeding 3 days	
		111.	shall be accompanied by	
			a medical certificate that	Requesting Party
			applicant is fit to work	requesting Faity
			signed by the City Health	
			Officer (1 Original)	
	f)	20	lo Parent Leave	Barangay
	1)	i.	Copy of updated Solo	Barangay Court
		١.	Parent Identification Card	Court
			(1 Photocopy)	
	۵)	١/٨	WC Leave	
	g)	i.	Barangay Protection	Barangay, Court
		١.	Order (1 Photocopy)	Barangay, Court
		ii.	Temporary/Permanent	
		11.	Protection Order (1	
			Photocopy)	
		iii.	If BPO, TPO or PPO is not	
		ш.	yet issued, a Certification	
			issued by the Punong	
			Barangay/Kagawad or	
			Prosecutor or the Clerk of	SPJLAEH, RHU, GALIC
			Court that the application	SF JEALT, NITO, GALIO
			for the BPO, TPO or PPO	
= :			has been filed shall be	
			sufficient (1 Photocopy)	
		iv	Leave exceeding 3 days	
		IV.	shall be accompanied by	
			a medical certificate that	Poguating Porty
				Requesting Party Police Station
			applicant is fit to work	Police Station
			signed by the City Health	Covernment or Private Physician
	h)	Pa	Officer (1 Original) habilitation Leave	Government or Private Physician
	h)			
		I. II.	Letter Request (1 Original) Police Report, if any (1	
		11.	Photocopy)	THE STATE OF THE S
		iii.	Medical Certificate on the	
		ш.	nature of injuries, course	Government Physician
			nature of injuries, course	Ooverninent r nysician





		of treatment involved and	
		the need to undergo rest,	
		recuperation and	
		rehabilitation (1 Original)	
	iv.		
		government physician to	
		the recommendation for	OR II A ELL PLILL OALIO
		rehabilitation if the	SPJLAEH, RHU, GALIC
		attending physician is a	
		private practitioner,	
		particularly on the duration	
		of the period of	
		rehabilitation (1 Original)	
	٧.	Leave exceeding 3 days	
		shall be accompanied by	Covernment or Driveto Dhyminian
		a medical certificate that	Government or Private Physician
		applicant is fit to work	
		signed by the City Health	
:\	C :-	Officer (1 Original)	
i)		ecial Leave Benefits for omen	
	I.	Medical Certificate	
		reflecting the	
		gynecological disorder which shall be addressed	
		or was addressed by the	
		surgery, Histopathological	
		Report, Operative	DSWD
		Technique used for the	DSWD
		surgery, Duration of the	
		surgery including the per-	
		operative period and	
		period of recuperation (1	Government or Private Physician
		Original)	Covernment of Frivate Friyerelan
j)	Add	option Leave	
,	i.	Authenticated copy of the	
		Pre-Adoptive Placement	
		Authority (1 Original	
		Authenticated Copy)	BHERT
k)	Qu	arantine Requirements	
′	i.	Certificate issued by	
		government/ private	
		physician that applicant	SPJLAEH, RHU, GALIC
		has submitted himself/	
		herself for monitoring/	
		investigation (1 Original)	
	ii.	Completion of Quarantine	
		Certificate issued by the	Attending Physician
A.		local quarantine/ health	
U		official (1 Original)	





		iii.	Medical Certificate that applicant is cleared to	DITI
			report back to work signed by the City Health Officer	RITM
			(1 Original)	Requesting Party
1		iv.	Medical Records showing	BHERT
			that applicant was treated	
			with Covid-19 signed by	
			the attending physician (1	
			Original)	
		٧.	Copy of RT-PCR Test Result (1 Photocopy)	
		vi	Copy of Vaccination Card	
		VI.	(1 Photocopy)	
		vii.	Copy of Barangay Contact	
			Tracing form for identified	
			close contacts with a	
			suspect, probable and/or	
			confirmed cases of Covid-	
ļ	0.0		19 (1 Photocopy)	
	as appl		ng papers of the Applicant	
			cation Leave	
	u)	i.	Within the Philippines -	
			n/a	Requesting Party
		ii.	Abroad - Travel Authority,	
			Clearance from money	
			and work accountability	SPJLAEH, RHU, GALIC
		III.	Leave exceeding 3 days	
			shall be accompanied by a medical certificate that	
			applicant is fit to work	
			signed by the City Health	
			Officer (1 Original)	SPJLAEH, RHU, GALIC
	b)	Sic	k Leave	
		i.	Medical Certificate signed	Requesting Party
			by the City Health Officer	
			(1 Original)	
		ii.	In case medical consultation was not	
			availed - an affidavit	Government or Private Physician
			should be executed by the	Constitution of the state of th
			applicant (1 Original)	
	c)	Ма	ternity Leave	
		i.	Proof of pregnancy	Requesting Party
			(ultrasound, doctor's	
			certificate on the expected	The state of the s
			date of delivery) (1 Original)	SPJLAEH, RHU, GALIC
		ii.	Accomplished Notice of	OF GEALTS, TOTO, GALIO
L			1.31104 1134100 01	





Allocation of Maternity Leave Credits (CS Form No. 6a) if needed (1 Original) iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) d) Patermity Leave i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iiii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If SPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work				ONA PHILIPP
No. 6a) if needed (1 Original) iiii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) d) Paternity Leave i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that application for the BPO, TPO or PPO has been filed shall be accompanied by a medical certificate that application for the BPO, TPO or PPO has beacompanied by a medical certificate that application for the BPO, TPO or PPO has beacompanied by a medical certificate that application for the BPO, TPO or PPO has beacompanied by a medical certificate that application for the BPO, TPO or PPO has beacompanied by a medical certificate that application for the BPO, TPO or PPO has beacompanied by a medical certificate that application for the BPO, TPO or PPO has beacompanied by a medical certificate that application for the BPO, TPO or PPO has beacompanied by a medical certificate that application for the BPO, TPO or PPO has beacompanied by a medical certificate that application for the BPO, TPO or PPO has beacompanied by a medical certifica				
iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) d) Paternity Leave i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) d) Paternity Leave i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. Leave exceeding 3 days shall be accompanied by a medical certificate that application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) d) Paternity Leave i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that		iii.	,	PSA, Government or Private Physician
applicant is fit to work signed by the City Health Officer (1 Original) d) Paternity Leave i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filled shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
signed by the City Health Officer (1 Original) d) Paternity Leave i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
Officer (1 Original) d) Paternity Leave i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that			• •	Danis ation Dants
d) Paternity Leave i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				Requesting Party
i. Proof of child's delivery (birth certificate, medical certificate and marriage contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that	d)	Pat	` ,	
certificate and marriage contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that	,		•	
contract) (1 Photocopy) e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that			(birth certificate, medical	SPJLAEH, RHU, GALIC
e) Special Privilege Leave i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
i. Within the Philippines - n/a ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that	٥)	Sn	, (
ii. Abroad - Travel Authority, Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that	6)			
Clearance from money and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that			• •	
and work accountability iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) iii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that		ii.		Requesting Party
iii. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that		iii		Barangay
a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
signed by the City Health Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that			• • • • • • • • • • • • • • • • • • • •	
Officer (1 Original) f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that			• •	Barangay, Court
f) Solo Parent Leave i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
i. Copy of updated Solo Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that	f)	Sol	, ,	
Parent Identification Card (1 Photocopy) g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that	')			
g) VAWC Leave i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
 i. Barangay Protection Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that SPJLAEH, RHU, GALIC Requesting Party Police Station Government or Private Physician Government Physician Government Physician				
Order (1 Photocopy) ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that	g)			CD II A ELL DI III CALIC
ii. Temporary/Permanent Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that		1.		SPJLAEH, RHU, GALIC
Protection Order (1 Photocopy) iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that		ii.		
iii. If BPO, TPO or PPO is not yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
yet issued, a Certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that		III.	·	Poguasting Party
Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
Court that the application for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that			•	
for the BPO, TPO or PPO has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
has been filed shall be sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that			• •	
sufficient (1 Photocopy) iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
iv. Leave exceeding 3 days shall be accompanied by a medical certificate that				
a medical certificate that		iv.	Leave exceeding 3 days	Government Physician
applicant is lit to work			VIII BUILDING	
			applicant is lit to work	





-	
	signed by the City Health
	Officer (1 Original)
Rel	nabilitation Leave
i.	Letter Request (1 Original
ii.	Police Report, if any (1
	Photocopy)

h)

Police Report, if any (1 SPJLAEH, RHU, GALIC

 iii. Medical Certificate on the nature of injuries, course of treatment involved and the need to undergo rest, recuperation and rehabilitation (1 Original)

Government or Private Physician

iv. Written concurrence of a government physician to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation (1 Original)

v. Leave exceeding 3 days shall be accompanied by a medical certificate that applicant is fit to work signed by the City Health Officer (1 Original)

 Special Leave Benefits for Women

i. Medical Certificate
reflecting the
gynecological disorder
which shall be addressed
or was addressed by the
surgery, Histopathological
Report, Operative
Technique used for the
surgery, Duration of the
surgery including the peroperative period and
period of recuperation (1
Original)

j) Adoption Leave

i. Authenticated copy of the Pre-Adoptive Placement Authority (1 Original Authenticated Copy)

k) Quarantine Requirements

Certificate issued by government/ private

DSWD

Government or Private Physician

BHERT

SPJLAEH, RHU, GALIC

Attending Physician

RITM Requesting Party BHERT





physician that appl	icant
has submitted hims	self/
herself for monitori	ng/
investigation (1 Ori	ginal)

- ii. Completion of Quarantine Certificate issued by the local quarantine/ health official (1 Original)
- iii. Medical Certificate that applicant is cleared to report back to work signed by the City Health Officer (1 Original)
- iv. Medical Records showing that applicant was treated with Covid-19 signed by the attending physician (1 Original)
- v. Copy of RT-PCR Test Result (1 Photocopy)
- vi. Copy of Vaccination Card (1 Photocopy)
- vii. Copy of Barangay Contact Tracing form for identified close contacts with a suspect, probable and/or confirmed cases of Covid-19 (1 Photocopy)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL E
Submission of filled-out Application for	Receive application form	None	3 minutes	Staff CHRMO
Leave form with necessary attachments, as	1.1 Process application	None	5 minutes	Staff CHRMO
applicable	1.2 Forward application form to CHRMO Head for signature	None	2 minutes	Staff CHRMO
	1.3 Sign application form	None	5 minutes	City Human Resources Management Officer CHRMO
10	1.4 Release application for	None	5 minutes	Staff





	Leave			CHRMO
2. Same documents will forwarded to th Department He for recommendation	Application for Leave from Department	None		Department Head Department Concerned
3. Same documents will submitted to H for recording	3. Receive be Application for	None	5 minutes	Staff CHRMO
	3.1 Post on Leave Card	None	5 minutes	
	3.2 Record on system	None	5 minutes	
	3.3 Receive application form	None		Staff Office of the Mayor
	3.4 Sign Application for Leave form	None		City Mayor
	3.5 Receive signed application for leave.	None	5 minutes	Staff CHRMO
4. Receive Employee's Co of the Applicati for Leave		None	5 minutes	Staff CHRMO
	TOTAL:	None	45 Minutes (excluding time for Client Step 2 and Agency Action steps 3.3 to 3.4)	

Note: Total number of minutes is summed up based on the steps and services provided only by CHRMO.





4. Travel Order

Issued when travel is intended outside San Pedro

Office or Division:	City Human Resources and Management Office				
Classification:	Simple				
Type of Transaction:	G2G – Government to Government				
Who may avail:	Employees of the City	Governme			
	REQUIREMENTS		WHERE TO SE		
case of the absence Head) (1 Original Co	oproved by athorized signatory (in of the Department opy)	Office, 4		nd Management	
as but not limited mission orders, auth activity and the like Photocopy)	nts to support TO such to invitation letters, nority to conduct such e. (1 Original Copy, 1	Request	ting party		
out, and duly appro-	erly accomplished, filled ved by the City Mayor or and Vice-Mayor (for	City Human Resources and Management Office, 4/F			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Submit Request Form	1. Receive request form	None	2 minutes	Staff CHRMO	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1.1 Process request form	None	8 minutes	Staff CHRMO	
	None	3 minutes	City Human Resources Management Officer CHRMO		
	1.3 Review and sign for recommending Approval.	None	None	City Administrator's Office	
402	1.4 Receive the duly signed Travel Order from the Administrator's Office	None	1 minute	Staff CHRMO	





	1.5 Review and Sign	None	1 minute	City Mayor
	for approval.			City Mayor's
				Office
				Or
				City Vice-Mayor
				City Vice-
				Mayor's Office
	1.6 Receive the duly	None	1 minute	Staff
	signed Travel Order			CHRMO
	from the City Mayor			
	or City Vice-Mayor			
2. Receive Travel	2. Release Travel	None	2 minutes	CHDMO Stoff
Order Form	Order Form	None	2 minutes	CHRMO Staff
			17 Minutes	
	TOTAL:	None	(excluding	
			Action 1.3)	

Note: Total number of minutes is summed up based on the steps and services provided only by CHRMO.





5. Official Business

2. Receive Official

Business Slip

2. Release

Business Slip

TOTAL:

Official

None

None

2 minutes

15 Minutes

Issued when travel is within San Pedro area.

Office or Division:	City Human Resources and Management Office					
Classification:	Simple					
Type of Transaction:	G2G – Government to Government					
Who may avail:	Employees of the City Government					
CHECKLIST OF	F REQUIREMENTS WHERE TO SECURE					
1. Request Form p filled out, and Department Head/a case of the absen- Head) (1 original)	City Human Resources and Management Office, 4/F					
Form properly accor	,	D				
3. Pertinent documents to support OB such as but not limited to invitation letters, mission orders, authority to conduct such activity and the like. (1 photocopy/original)		Requesting party				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1. Submit Request Form	1. Receive request form	None	2 minutes	Staff CHRMO		
1111	1.1 Process request form	None	8 minutes	CHRMO Staff		
	1.2 Official Business slip forwarded to CHRMO Head for signature		3 minutes	City Human Resources Management		

Officer CHRMO

CHRMO Staff